

FINANCE AND ACCOUNTING BRANCH

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CESWF-RM-F

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AGENDA

I. WINSIG

II. WEBTRACK

III. ULO REVIEW

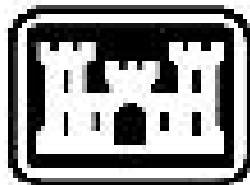
IV. EFT

V. COLLECTIONS - USER FEES

VI. CREDIT CARDS

VII. GOVERNMENT TRAINING BILLS

VIII. GOVERNMENT ORDER BILLS



US Army Corps
of Engineers

Electronic Signature for Windows 95/NT (WinSig)

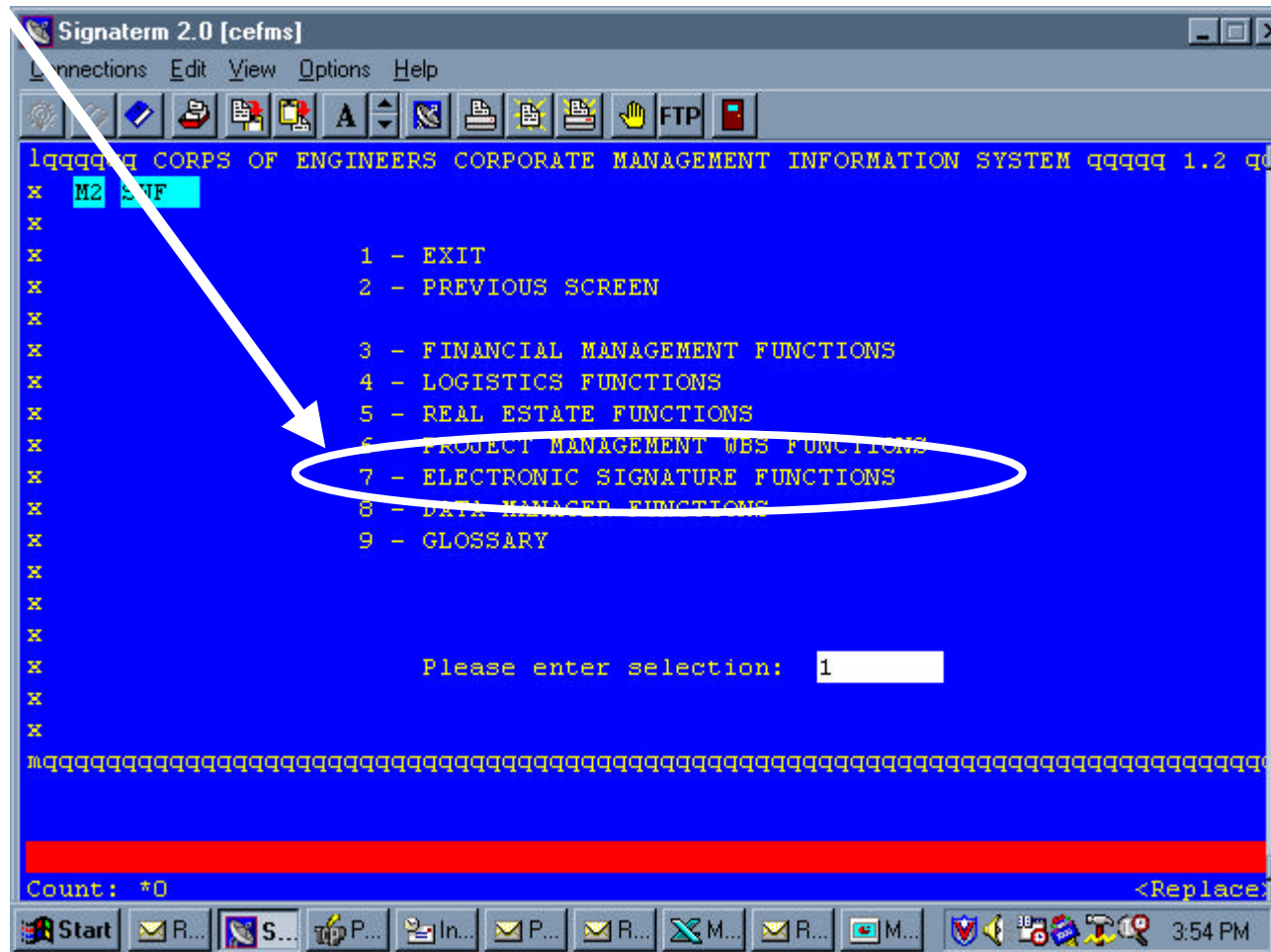
CEFM
CEFM
CEFM

WINSIG

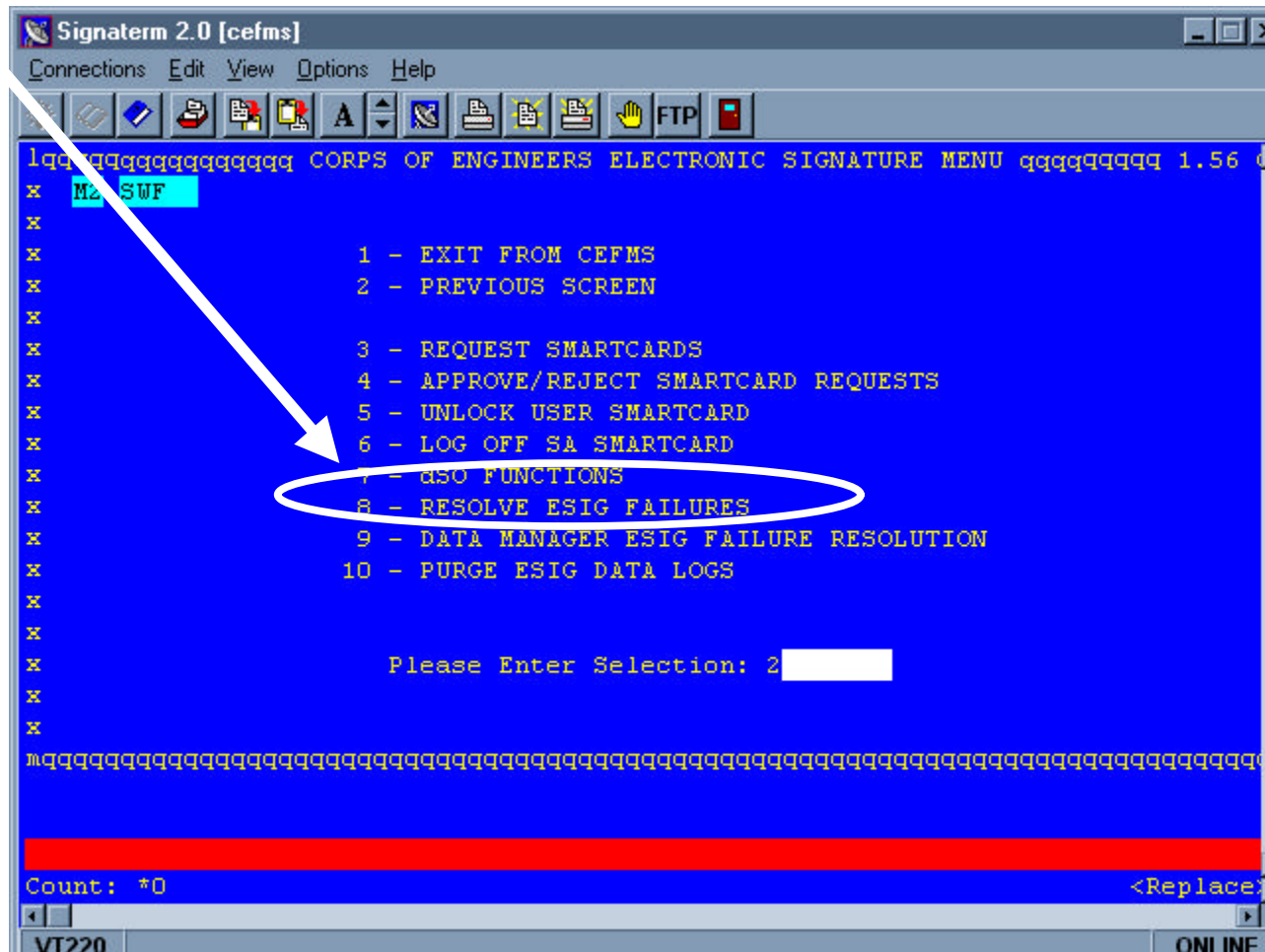
Each signature cardholder has the responsibility:

- to check their ESIG Failure Resolution Utility on a daily basis.
- exercise good internal controls on signature cards and passwords.

7. Electronic Signature Functions

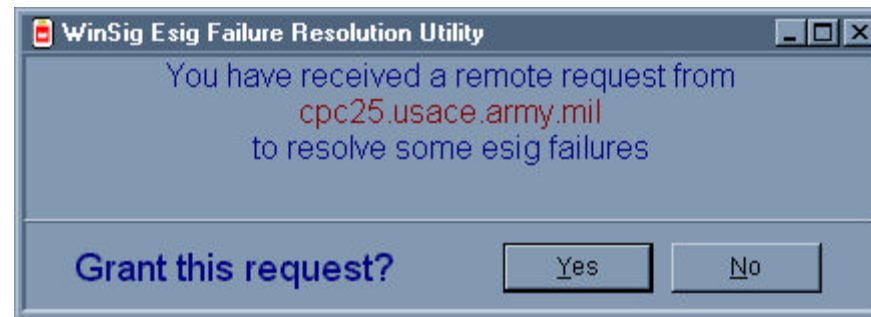


8. Resolve ESIG Failures

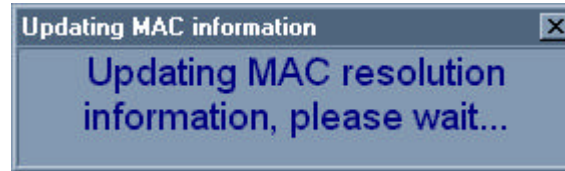


You will see this gray box.

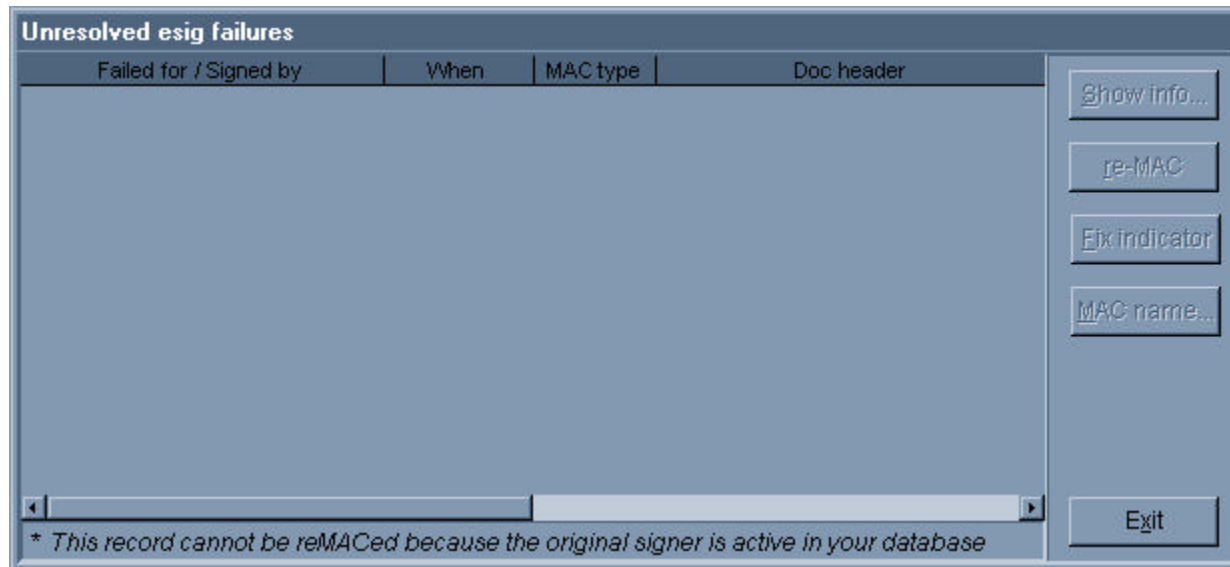
You want to say YES to the request.

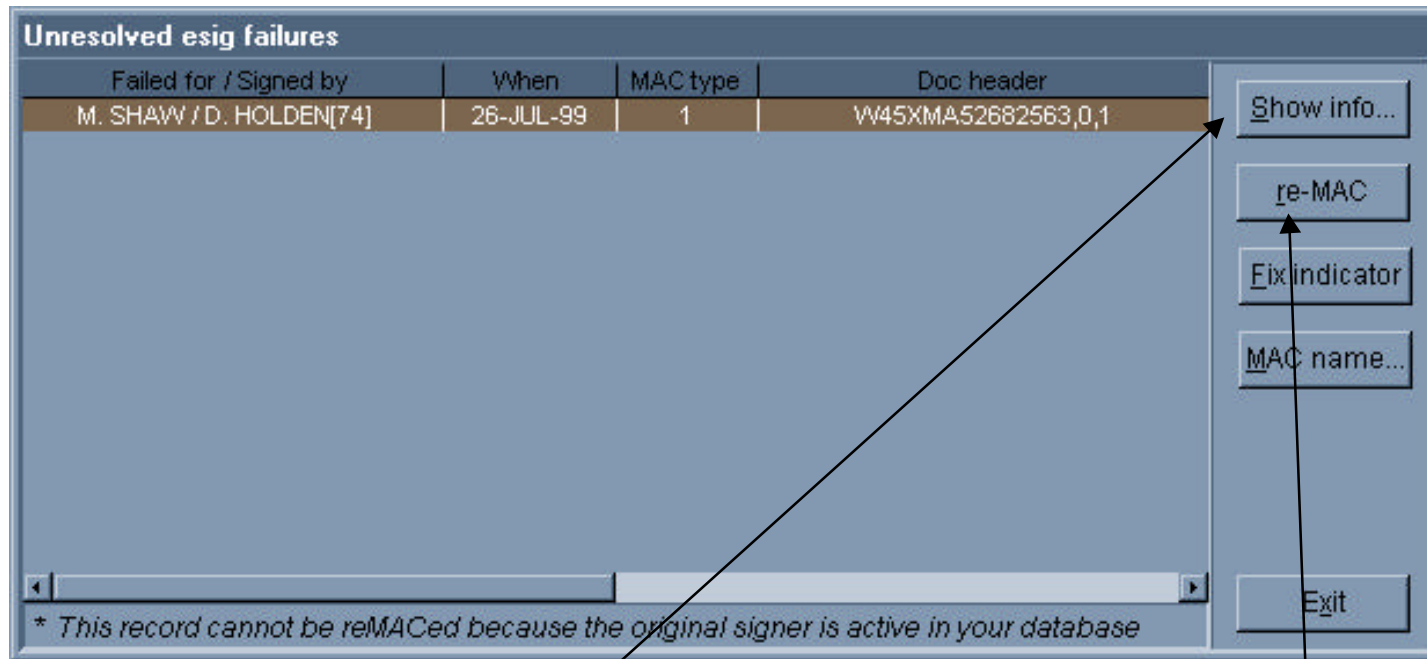


The screen will display the following box.



Then the following gray box will come up.
This is an example of an empty resolution box, thus no errors have been found.



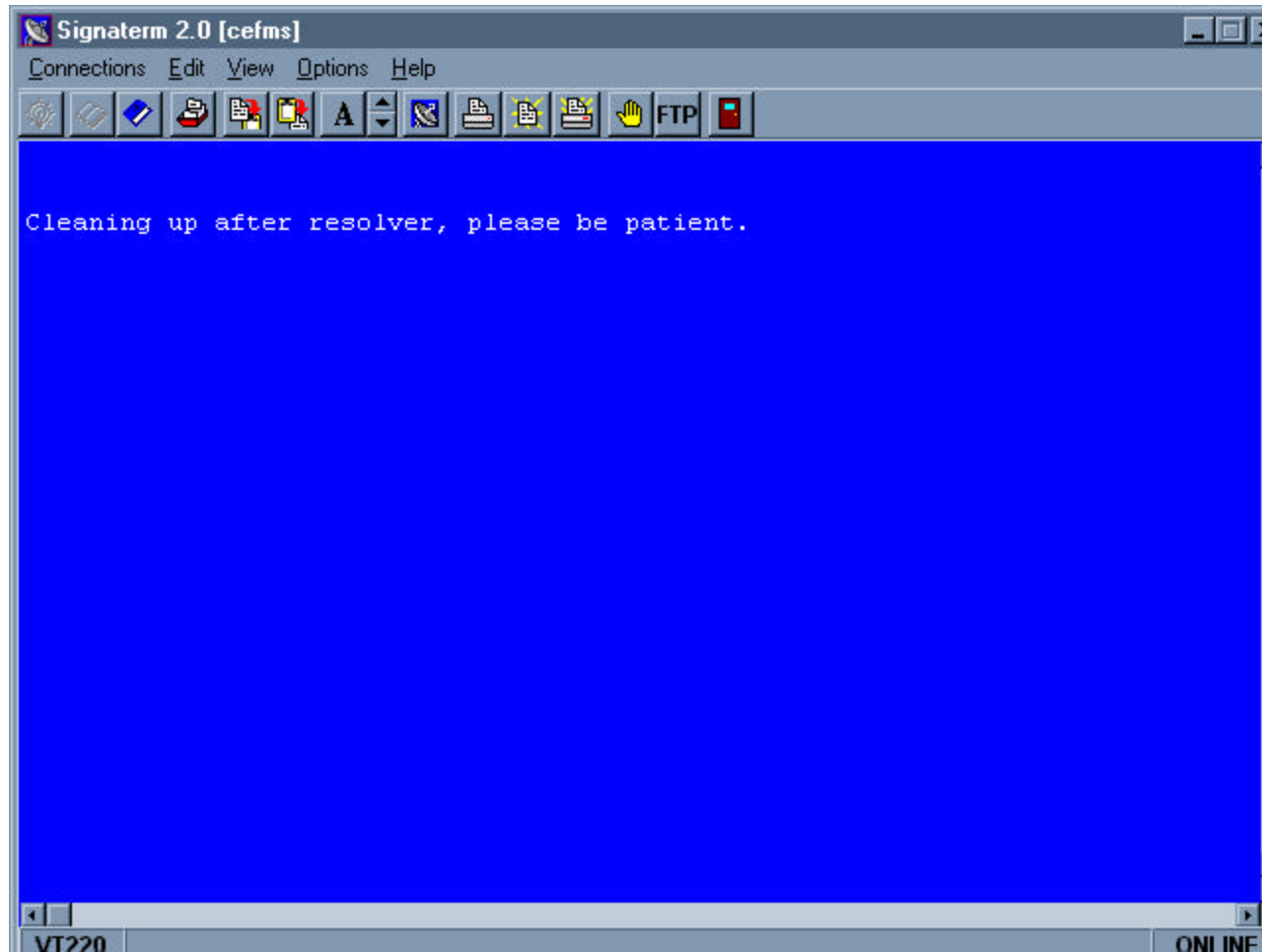


Example of Unresolved ESIG Failures:

Click on **SHOW INFO** and the Data will be displayed [Before and Current pictures].

Once accuracy of Data has been verified, **Re-MAC button** will re-sign the document.

After pressing EXIT, you will see the following message. This may take a few seconds to complete the resolver.



Error Messages

When entering **CEFMS**, several errors may occur that will prevent smartcard holders from using the Electronic Signature capability. The user will be able to continue, but will not be able to verify any signatures electronically or “**sign**” a document. If an error occurs, write down the error code and contact your **CEFMS point of Contact**.

The following is a list of error codes and resolutions

Error Codes	Description	Resolution
21	Smartcard Hard Lock	Need to Contact the DSO (Security Violation)
24	Invalid password entered (PIN)	Re-type user PIN - CAPS LOCK key should be off
25	Key already in use	Log off the SA and Re SA
40	Bad use type	Wrong card use - It asked for an SA Card and you used a USER card
41	No SA Logged on	Reader has not been SA'd
42	Same User Logged in Twice	User is trying to user a PC that he/she has SA'd
47	No Smartcard in reader	Insert your smartcard in the reader
48	Smartcard I/O error	Re-boot your PC
74	MAC on header data failed	Data may have been illegally changed - Need to Re-MAC
75	Error reading smartcard SN	Card not inserted into the card reader correctly or reader going bad
76	Cannot Communicate with KTC	KTC machine is down - Call FOS to verify status of KTC
80	Cannot determine user's IP address	Call FOS to verify that your PC has a valid IP address
87	Cannot print	Winsig is not loaded or the printer has not been configured with Winsig
236	Current SA not active	Re-SA the Card Reader

Remember: if a signature does not verify on a document, a message will appear on the screen. This indicates that the document has been altered in some way and the alteration must be resolved in order to continue. Contact the originator of the document or your *CEFMS* point of contact to resolve the problem



**Make it a part of your daily
routine to check your ESIG
Failures.**

WEBTRACK
Finance Center AVI Image System

USER: M2
PASSWORD: g j h w t b

Chief Financial Officers ACT of 1990 (P.L. 101-576)

Statutory Purpose

- Bring more effective general and financial management practices to the Federal Government through statutory provisions.
- Provide for improvement of systems of accounting, financial management and internal controls to ensure the issuance of reliable financial information to deter fraud, waste and abuse of Government resources.

CFO ACT

Requires Agencies to produce Auditable Financial Statements.

Complete, Reliable, Timely and Consistent.

USAAA/Headquarters' FY99 CFO Audit Issues

- Electronic Funds Transfers
- Inventory of Property Book Assets
- Funding of Accrued Annual Leave Liability
- Administration of Foreign Allowance
- Management of Accounts Receivable
- Abnormal General Ledger Balances
- Access Permissions
- Inadequate Separation of Duties --- PR&Cs

ULO REVIEW

TIPS FOR RESOLVING

Commitments

Funding level decommitment - Approval Authority Only.

Travel orders - Cancellation if no voucher was filed.

(Traveler, Originator and/or Approver can CANCEL
Travel Orders (Option #10, screen 7.53))

Deobligation of Travel Orders that have been settled -
Send E-mail message to Deborah Holden and/or
Tim Tynes.

Funding Level Decommithment Screen [3,5, 4 then 7]

F2 - Query on FA WI CODE: (Must have approval Authority on the FA WI CODE in order to access.)

F3 - Retrieve ALL PRACs citing the FA WI CODE.

PAGE DOWN and F2/F3 for particular PRAC NO you wish to Decommit and ENTER the **AMOUNT to DECOMMIT**.

Signaterm 2.0 [cefms]

Connections Edit View Options Help

v2.1.25 FUNDING LEVEL DECOMMITMENT SCREEN 14.5

PAR / CUST ORDER NO: 4902-XX-2455-08 CO ITEM NO: NA FUND ACCT: 1210409

APPROPRIATION: 96 NA X 4902.0000 FUND TYPE CODE: D DIRECT FUNDS

DESTRUCT: NA REVOLVING FUND CORPUS

FA WI CODE: RF6002 RMY/COMPTROLLER

RESP EMPLOYEE: SHOCKLEY2732 WILLIAM M SHOCKLEY

PURCHASE REQUEST NO	LI NO	M	U	REQUESTED QTY	AVAILABLE AMOUNT	AMOUNT TO DECOMMIT	UN-CERT	UN-APPR
W45XMA51460488	4	I2	LS		13628.85	13628.85		
W45XMA51460488	5	I2	LS		17278.84	17278.84		
W45XMA60021778	1	I1	LS		411.51	411.51		
W45XMA72809238	1	I2	LS		18829.12	.00		Y
W45XMA72809238	2	I2	LS		50000.00	50000.00		
W45XMA81247968	1	I1	LS		311.59	311.59		
W45XMA81560878	1	I1	LS		122.32	122.32		
W45XMA81560878	2	I1	LS		177.19	177.19		
W45XMA81560878	3	I1	LS		72.59	72.59		

<PGDN> CHANGE AMTS - <CTRL-F1> VIEW OBLIGATION - <END> DECOMMIT - <F10> EXIT

Unit Price (US) = \$.000 Resource Code: LABOR

Count: 9 v <Replace>

VT220 Open new Signaterm ONLINE

Travel Order Cancellation Screen [3, 5, 7, 3, 10]

ONLY Travel orders that have NOT had Vouchers filed.

Signatorm 2.0 [cefms]

Connections Edit View Options Help

1q v2.1.17 TRAVEL ORDER CANCELLATION SCREEN 7.53

x CANCEL? x

x EMPLOYEE: DEBORAH L HOLDEN x

x TYPE: TEMPORARY DUTY x

x TRAVEL ORDER NO: 903836M2 x

x TRAVEL ORDER DATE: 21-JUL-1999 x

x PERIOD: 199907 x

x OBLIGATION LINE ITEMS x

x OBLIG x

LI NO	DESCRIPTION	WI CDE	EOR	APPROVED AMT	AMEND AMOUNT
1	NON-GTR TRAVEL COSTS	RF6002	21T2	217.00	-217.00

x ADVANCES x

ADV NUMBER	TYPE	CERTIFIED?	DISBURSED?	ADV AMOUNT	PRV RECOUP AMT

x BILL NUMBER: x

x COLLECTION AMOUNT: x

mqq <END> COMMIT <F10> EXIT

Press F4 to select Travel Order. Enter a 'Y', then <Enter> to cancel.

Count: *1

<Replace>

View Travel Order Line items [3, 5, 7, 3, 13]

Query on Travel_Order_No, Employee_ID_No OR PRAC_No.

Signaterm 2.0 [cefms]

Connections Edit View Options Help

1q v2.1.3 VIEW TRAVEL ORDER LINE ITEMS 12.6

TRAVEL ORDER NO: 903836M2 TYPE: TEMPORARY DUTY

EMPLOYEE ID NO: H0LDD5427 NAME: DEBORAH L HOLDEN

PURCHASE REQUEST NO: W45XMA92049336

LINE NO.	DESCRIPTION	FUND ACCT NO.	WORK ITEM	EOR CODE	CERTIFIED LINE ITEM AMOUNT	APPROVED OBLIGATION AMOUNT
1	TRAVEL ORDER 903836M2 ESTI	M210409	RF6002	21T2	217.00	217.00

<F10> EXIT <CTRL F1> VIEW APPROVALS <PGDN> VIEW LINE ITEMS

Press <F2> to enter query, <F3> to view all travel orders or <F4> for list.

Count: *1

<Replace>

STAT.1 - Obligation Status Screen

F2/F3 Query Obligation_no/Del Order No

PAGE Down to the Line Item(s)

Signatorm 2.0 [cefms]

Connections Edit View Options Help

Obligated Amt.

Received Amt.

Invoiced Amt.

ENTER will display the Vouchered, Disbursed, Accrued and Deob Amounts.

Signaterm 2.0 [cefms]

Connections Edit View Options Help

lqc v2.1.43 OBLIGATION STATUS STAT.1

OB LI NO: 32310027 DEL ORDER: FY99 AMEND NO: 0 DATE: 24-FEB-1999

*OB LI DESC: POSTAGE-ON-CALL BARDWELL AC VENDOR: W3FFJ8 ASSIGNED: *

*PRAC NO: W45XMA90575094 FAST PAY: MEOPOST *

*PRAC LI: 1 TBO: N P O BOX 73727 *

CREDIT CARD: CHICAGO IL 60673-7727

LINE NO: 0001 ** PRESS ENTER TO RETURN **

VOUCHERED	ACCRUED	RETAINED	DISBURSED	DEOB AMOUNT
801.00			801.00	.00

INVOICE REDUCD	DAMAGES	DISCOUNTS	CREDIT AMOUNT
		.00	

*CUM TOTALS:

VOUCHERED	ACCRUED	RETAINED	DISBURSED	DEOB AMOUNT
801.00	.00	.00	801.00	.00

INVOICE REDUCD	DAMAGES	DISCOUNTS	CREDIT AMOUNT
.00	.00	.00	.00

Count: *1

<Replace>

PAGE DOWN (twice) from the line item and you will see the following screen.

INVOICE DISB. DISB. CHECK METHOD of
REF. NO. DATE AMT NUMBER PAYMENT

Signaterm 2.0 [cefms]

Connections Edit View Options Help

1qc v2.1.43 OBLIGATION LINE ITEM STATUS STAT.2 qk

* OBLIGATION NO: 32310027 DELIVERY ORDER: FY99 OBLIGATION LI: 0001 *

* AMENDMENT NO: 0 AMEND DATE: 24-FEB-1999 FREIGHT: FAST PAY: *

* WORK ITEM: A00013 FUND ACCOUNT: M26003 PROGRESS PAY: *

* FUND CITATION: 96MAX3123 DISCO: 000930 RESOURCE: POSTALS C *

* DESCRIPTION: POSTAGE-ON-CALL BARNWELL ACCT ALLO 2455 EOR: 200 *

<PGDN> EXECUTE QUERY

RV NO	CUSTOMER INV NO	SCHD DATE	DISB AMOUNT	DOV NO	CHECK NO	PAYM
x1	32310027TESTEFT	05-APR-1999	1.00	148850	134281	EFT
x2	32310027A	19-APR-1999	400.00	150961	145211	EFT
x3	32310027 D	14-JUL-1999	400.00	160840	264940	EFT

<Ctrl F1> RECEIVING RPT <Ctrl F2> INVOICE <Ctrl F3> PROGRESS PAYMENTS *

* <Ctrl F4> RECEIPT VOUCHER <Ctrl F5> AP TRANSACTION <Ctrl F6> CHECK REGISTER *

F10 EXIT

Count: *3

<Replace>

Obligations

Contract deobligations - Contact Contracting Officer.

Receiving reports (Open Payables)

Authorized Receiver Authority and Electronic Signature Card Required.

Receiving Report - F2 query existing Receiving report [Arrow down for additional Receiving reports],
PAGE DOWN to line item, ARROW down if multiple line items are attached in order to get to
desired Line Item.

ENTER to AMOUNT field and enter NEW AMOUNT for that Line Item. END to COMMIT.

The screenshot displays the Signatorm 2.0 [cefms] application window. The title bar includes 'Connections', 'Edit', 'View', 'Options', and 'Help'. The main window contains a form for a 'RECEIVING REPORT'. The form is divided into several sections: header information, receiver details, line item details, and summary fields. The header section includes fields for OBLIGATION NO, DESC, DELIVERY ORDER, FAST PAY, REFERENCE NO, RECEIVING RPT NO, NO OF LINE ITEMS, and TOTAL RR AMT. The receiver details section includes fields for RECEIVERS NAME, TITLE, ADDRESS, CITY, ST, ZIP, PHONE, GOODS & SERVICES DATE, ACCEPTANCE DATE, CONSTRUCTIVE ACCEPT DATE, and PERIOD. The line item details section includes fields for LINE ITEM, POSTAGE-ON-CALL CMRS ACCOUNT FOR LAKE BARDWEL, FC, DELIVER TO, TIPPING, MARATHA A, OFC SYM, CESWF-OD-T, QTY, AMOUNT, PHONE, 972-875-5711, ORDERED, 0, 1500.00, FINAL RPT, THIS REC RPT, 400.00, ACCRUAL, ALL REC RPTS, 801.00, SIGNATURE, 13FCBBE40C3B6734, VOUCHERED, 400.00. The summary section includes fields for F9 CREATE RECORD, Foreign Currency, COMMIT, F10 EXIT, and qjq. The bottom of the window shows a status bar with 'At last record.', 'Count: *3', and '<Replace>'. The taskbar at the bottom includes icons for Start, Microsoft, Signatorm, PowerPC, and Document.

Signatorm 2.0 [cefms]
Connections Edit View Options Help

1q v2.1.92 **RECEIVING REPORT** CREATE/UPDATE SCREEN 2.42 qqk

× OBLIGATION NO: 32310027 DESC: POSTAGE-ON-CALL BARDWELL ACCT ×
× DELIVERY ORDER: FY99 FAST PAY: REFERENCE NO: POSTAGE REFILL # 2 ×
× RECEIVERS NAME: DEBORAH L HOLDEN RECEIVING RPT NO: 3 ×
× TITLE: SYSTEMS ACCOUNTANT NO OF LINE ITEMS: 1 ×
× ADDRESS: USAED, FORT WORTH TOTAL RR AMT: 400.00 ×
× CESWF-RM-F, (SWF) ×
× PO BOX 17300 GOODS & SERVICES DATE: 13-JUL-1999 ×
× CITY: FORT WORTH ACCEPTANCE DATE: 13-JUL-1999 ×
× ST: TX ZIP: 76102-0300 CONSTRUCTIVE ACCEPT DATE: 20-JUL-1999 ×
× PHONE: 817-978-2836 PERIOD: 199907 ×

LINE ITEM: 0001 POSTAGE-ON-CALL CMRS ACCOUNT FOR LAKE BARDWEL FC: ×
DELIVER TO: TIPPING MARATHA A ×
OFC SYM: CESWF-OD-T QTY AMOUNT ×
PHONE: 972-875-5711 ORDERED: 0 1500.00 ×
FINAL RPT: THIS REC RPT: 400.00 ×
ACCRUAL: ALL REC RPTS: 801.00 ×
SIGNATURE: 13FCBBE40C3B6734 VOUCHERED: 400.00 ×

m9 F9 CREATE RECORD qq <Ctrl-F6> Foreign Currency qq <END> COMMIT qq F10 EXIT qjq

At last record.
Count: *3 <Replace>

SPECIAL NOTE:

IF QTY and UNIT prices are used, COMPARE the VOUCHERED **QTY** to **RECEIVED QTY**.

IF **Received QTY** = **Vouchered QTY**, BUT the amounts are Different, THEN submit a problem report via E-mail to CESWF-RM-F, ATTN: Deborah Holden or Tim Tynes.

If you are able to adjust the **RECEIVED QTY** to = the **VOUCHERED QTY**, then make the necessary adjustments.

IF after the QTY adjustment the Received dollar amount does NOT = the VOUCHERED amount, then submit a problem report via E-Mail to CESWF-RM-F, ATTN: Deborah Holden or Tim Tynes.

ELECTRONIC FUNDS TRANSFER

The screenshot shows a terminal window titled "Signaterm 2.0 [cefms]" with a menu bar (Connections, Edit, View, Options, Help) and a toolbar. The main display area has a blue background with yellow text. It shows the "EMPLOYEE TRAVEL INFORMATION SCREEN" for employee ID "HOLDD5427". The employee's name is "DEBORAH L HOLDEN", title is "SYSTEMS ACCOUNTANT", grade is "GS-11", and daily travel allowance is "8.00". The address is "9101 SOUTH WATER TOWER RD", city is "SAGINAW", state is "TX", and zip code is "76179". The phone number is "(817) 978-2836". The screen also indicates "FREQUENT TRAVELER: Y" and "CREDIT CARD HOLDER: Y". At the bottom, there is a red prompt "Enter employee's first name." and a status bar showing "Count: 1" and "<Replace>".

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Signaterm 2.0 [cefms]
Connections Edit View Options Help
EMPLOYEE TRAVEL INFORMATION SCREEN 10.131
EMPLOYEE ID NO: HOLDD5427
NAME: DEBORAH L HOLDEN TITLE: SYSTEMS ACCOUNTANT
GRADE: GS-11 DAILY TOD: 8.00
ADDRESS: 9101 SOUTH WATER TOWER RD FREQUENT TRAVELER: Y
CITY: SAGINAW CREDIT CARD HOLDER: Y
STATE: TX ZIP CODE: 76179 EFT DATA EXIST?: Y
WORK
PHONE: (817) 978-2836
mqc <F2> ENTER QUERY qqqc <F3> EXECUTE QUERY qqqc <END> COMMIT qqc <F10> EXIT qj
Enter employee's first name.
Count: 1 v <Replace>
```

Screen 10.131 - Each individual has access to their own record. If you travel more than once in a calendar year, you need to submit a Direct Deposit Form for Travel to the Finance Center.

ELECTRONIC FUNDS TRANSFER

POINTERS to help VENDORS:

- **Address and T.I.N. on DDAF MUST match the address and T.I.N. in CEFMS.**

Otherwise, the form will be rejected and returned. The accuracy is to ensure that correct information is provided for tax forms at end of year and to deter FRAUD.

- If Vendor has more than 1 contract/obligation, and they are citing a different VENDOR_ID, then a separate DDAF for each VENDOR_ID must be submitted.

CREDIT CARDS

- Expenditure is recorded when Invoice is created.
- Accruals can be done when Receiving reports are in place. You no longer have to back out the Receiving report before you record the accrual.
- Accruals are reversed at the beginning of each month.
- Training can be paid with VISA Credit Card ONLY as A last resort.

USER FEE COLLECTIONS

- Secure the funds.
- Collect timely.

GOVERNMENT TRAINING BILLS

District's responsibility

- Ensure that all Prospect Training is OBLIGATED.
That is all that is required. The Finance Center creates the billing and certifies for payment.

GOVERNMENT ORDER BILLS

District's responsibility includes the following:

- Creating the Government Order Billing in CEFMS.
- Signing the DA4445R and mailing to the Finance Center, CEFC-AO-AR
- . Ensure that the Billing Address on the Government order is the issuing organization address.

POSTAGE by PHONE - Example MEMO

MEMORANDUM TO: CEFC-AO-P

FROM: [EROC_code - M2], [Office Symbol], POC: NAME

DATE:

SUBJECT: POSTAGE by PHONE - [CMRS #]

Request payment be issued to [VENDOR, I.e. Pitney Bowes], under the above referenced obligation, in the amount of \$500.00.

Receiving report authorizing payment is attached.

Questions & Answers

